



Kingdown School

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June 2018

Dear Applicant

Thank you for showing an interest in a vacancy in our School. I hope that you will find the attached information of value. I am keen to appoint someone with great enthusiasm and drive to join our school business team.

If you feel that you have the qualities we are looking for and you want to work in a large academy school with a comprehensive ethos alongside a group of dedicated professionals, please read the job advert and the basic job profile carefully and complete the application form, including any additional information about yourself in **Section 8** of the application form.

We usually receive a good many applications for the posts that we advertise and really want to appoint the very best person for the job, so please do ensure that your application form does you, your skills, and experience, justice and gives us a really good first impression of you. Please do ensure that you provide all of the information requested in full.

This job involves working with young people; it is deemed as a regulated activity and as such we will be required to complete identity checks. The successful person will be required to go through Disclosure and Barring Service checks.

Please also be sure to include the **full details of at least three referees on section 5**, ensuring that you let us have full contact details, including an email address.

We are looking forward to hearing from you.

Yours sincerely

Dave Locke
Headteacher

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